

Compensation Policy

Effective Date: November 5, 2010

Approved by: Synod Council Motion #SC 2010-51

Review Date: March Synod Council Meeting, 2011

(Replaces version dated Mar 18, 2010, SC Motion #SC 2010-25)

Background

This policy

- sets out the general policy of the Synod toward employee compensation.
- sets compensation ranges for the Bishop and Synod Staff;
- provides guidance to the Synod Council in providing merit increases and cost of living increases for the Bishop;
- provides guidance to the Bishop in providing merit increases and cost of living increases for the Synod Staff, within the overall compensation budget approved by Synod Council;
- provides a mechanism for the Bishop to authorize additional hours for part-time Synod Employees;
- Provides for reimbursement of expenses incurred by Synod Employees in the course of their employment.

General Policy

1. It is the policy of the Synod to provide fair compensation to its paid employees, having regard to the nature of the work performed, the compensation paid by other similar organizations for similar work, and the skills and experience of the particular employee.
2. Of secondary consideration is the financial situation of the Synod itself. While proper stewardship of the Synod's resources requires prudent management of costs, including employee compensation costs, the Synod shall not seek to improve a poor financial situation by withholding fair compensation from its employees. Similarly, the Synod shall not exceed fair compensation levels to employees simply because its financial situation would allow it.

Definitions

3. "Synod" means the MNO Synod
4. "Bishop" means the Bishop of the Synod
5. "Synod Staff" means the paid staff of the Synod, excluding the Bishop
6. "Synod Employees" means the paid employees of the Synod, including the Synod Staff and the Bishop
7. "Total Compensation" means the total of all compensation paid by the Synod to the employee, including Salary, Housing Allowance, Benefits, and Professional Expenses.

Bishop (Rostered)

8. The salary the Bishop shall be determined by Synod Council. The Synod Council shall be guided by the following principles, however, they shall have the discretion to waive these principles if particular circumstances dictate.
 - a. The minimum salary shall be 130% of the Level 4 / 6 years of experience salary as outlined in the Rostered Ministers Compensation Guidelines.
 - b. The maximum salary shall be 150% of the Level 4 / 6 years of experience salary as outlined in the Rostered Ministers Compensation Guidelines.
 - c. To the extent that it is possible within the salary range above, the Total Compensation of the Bishop should not be less than the Total Compensation they enjoyed at the end of their previous call.
9. The Housing Allowance, Benefits, and Professional Expenses of the Bishop shall be as outlined in the Rostered Ministers Compensation Guidelines.
10. The Bishop may be given the use of a Synod vehicle, in the discretion of Synod Council.

Assistant to the Bishop (Rostered)

11. The starting salary the Assistant to the Bishop shall be determined by Synod Council. The Synod Council shall be guided by the following principles, however, they shall have the discretion to waive these principles if particular circumstances dictate.

- a. The minimum salary shall be 100% of the Level 4 / 6 years of experience salary as outlined in the Rostered Ministers Compensation Guidelines.
- b. The maximum salary shall be 130% of the Level 4 / 6 years of experience salary as outlined in the Rostered Ministers Compensation Guidelines.
- c. To the extent that it is possible within the salary range above, the Total Compensation of the Assistant to the Bishop should not be less than the Total Compensation they enjoyed at the end of their previous call.

12. The Housing Allowance, Benefits, and Professional Expenses of the Assistant to the Bishop shall be as outlined in the Rostered Ministers Compensation Guidelines.

Executive Assistant (Lay)

13. The salary for the Executive Assistant shall determined by Synod Council. The starting salary shall be a minimum of \$30,000 and a maximum of \$45,000, based on education, experience, etc.

Communications Coordinator (Lay)

14. The starting salary for the Communications Coordinator shall determined by Synod Council. The starting salary shall be a minimum of \$35,000 and a maximum of \$50,000, based on education, experience, etc.

Young Adult Ministry Facilitator (Lay or Rostered)

15. The starting salary for the Young Adult Ministry Facilitator shall be determined by Synod Council. The Synod Council shall be guided by the following principles, however, they shall have the discretion to waive these principles if particular circumstances dictate.

- a. If the Young Adult Ministry Facilitator is Lay, the starting salary shall be a minimum of \$35,000 and a maximum of \$63,000, based on education, experience, etc.
- b. If the Young Adult Ministry Facilitator is Rostered,
 - i. The minimum salary shall be 100% of the salary guideline as outlined in the Rostered Ministers Compensation Guidelines, based

on the Young Adult Ministry Facilitator's level of education and years of service.

- ii. The maximum salary shall be 125% of the salary guideline as outlined in the Rostered Ministers Compensation Guidelines, based on the Young Adult Ministry Facilitator's level of education and years of service.
- iii. To the extent that it is possible within the salary range above, the Total Compensation of the Young Adult Ministry Facilitator should not be less than the Total Compensation they enjoyed at the end of their previous call.
- iv. The Housing Allowance, Benefits, and Professional Expenses of the Young Adult Ministry Facilitator shall as outlined in the Rostered Ministers Compensation Guidelines.

Mission Researcher/Developer (Rostered or Lay)

16. The starting salary the Mission Researcher/Developer shall be determined by Synod Council. The Synod Council shall be guided by the following principles, however, they shall have the discretion to waive these principles if particular circumstances dictate.
- b. If the Mission Researcher/Developer is Lay, the starting salary shall be a minimum of \$35,000 and a maximum of \$63,000, based on education, experience, etc.
 - c. If the Mission Researcher/Developer is Rostered,
 - i. The minimum salary shall be 100% of the salary guideline as outlined in the Rostered Ministers Compensation Guidelines, based on the Mission Researcher/Developer's level of education and years of service.
 - ii. The maximum salary shall be 125% of the salary guideline as outlined in the Rostered Ministers Compensation Guidelines, based on the Mission Researcher/Developer's level of education and years of service.
 - iii. To the extent that it is possible within the salary range above, the Total Compensation of the Mission Researcher/Developer should not be less than the Total Compensation they enjoyed at the end of their previous call.
 - iv. The Housing Allowance, Benefits, and Professional Expenses of the Mission Researcher/Developer shall as outlined in the Rostered Ministers Compensation Guidelines.

Salary Increases

17. The salary of the Bishop shall be reviewed annually by Synod Council. Synod Council shall have the discretion to provide the Bishop with an increase in salary based on merit and/or cost-of-living, provided that:
 - a. such increase does not result in the salary exceeding the maximum salary for the position.
 - b. such increase does not cause the total Synod Employee Total Compensation to exceed the budget approved by Synod Council.
18. The salaries of all Synod Staff shall be reviewed annually by Bishop, in consultation with Synod Executive. The Bishop shall have the discretion to provide any or all Synod Staff with an increase in salary based on merit and/or cost-of-living, provided that:
 - a. such increase does not result in the salary exceeding the maximum salary for the position.
 - b. such increase does not cause the total Synod Employee Total Compensation to exceed the budget approved by Synod Council.
19. Changes to any element of Synod Staff compensation other than salary require the approval of Synod Council.

Part Time Positions

20. All salary ranges are based on a full time position. In the event that the position is a part-time position, the salary range shall be pro-rated accordingly.
21. In the event that an individual Synod Employee holds two Synod positions, their salary shall be calculated using the higher of the two salary ranges.

Additional Hours for Part Time Employees

22. For all part-time positions, the Bishop shall have the discretion to authorize additional paid hours, provided that this does not cause Synod Employee Total Compensation to exceed the budget approved by Synod Council.
23. For all part-time positions, the Bishop shall have the discretion to approve additional hours for the part time employee to assist certain committees with their work. The following rules would apply:
 - a. This would be done only for committee work, not general synod work.

- b. This would be done only with the advance consent of the committee in question.
- c. This would be done on the strict understanding that the budget of the committee in question would have its budget reduced by exactly the amount of the payroll cost of the additional hours, so that the total expense budget of the Synod does not change.

Pension and Benefits

- 24. All Synod Employees shall be enrolled in the ELCIC Group Services Inc. pension and benefits program as soon as they qualify under the program rules.

Vacation

- 25. Rostered Synod Employees shall be entitled to vacation as described in the Rostered Ministers Compensation Guidelines.
- 26. Lay Synod Employees shall be entitled to 3 weeks of vacation per year for the first 5 years of employment, and 4 weeks per year thereafter.
- 27. All vacation usage must take place in accordance with the procedures set out in the Synod Office Information and Procedures Manual, as amended from time to time.

Expenses

- 28. All Synod Employees shall be entitled to reimbursement of expenses reasonably incurred in the course of their employment, in accordance with the Synod Office Information and Procedures Manual, as amended from time to time.

Transition

- 29. Currently, Rostered Synod Employees have a lower salary, and higher housing allowance, than envisaged by this policy. The Synod will adjust the proportions to comply with this policy only with the consent of the particular employee. If no such adjustment is made, compensation increases will be calculated as if the adjustment had been made.

Review

30. This policy shall be reviewed annually by Synod Council.